

16 KAR 3:010. Certification for school superintendent.

RELATES TO: KRS 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(b) requires that the Educational Professional Standards Board promulgate administrative regulations establishing standards and approval requirements for teacher and other professional school preparation programs. KRS 161.030 requires the board to promulgate administrative regulations establishing requirements for the authorization of a certificate issued under KRS 161.010 to 161.126. This administrative regulation establishes the preparation and certification program for school superintendent.

Section 1. Conditions and Prerequisites. (1) The professional certificate for instructional leadership - school superintendent shall be issued to an applicant who has completed:

(a) An approved program of preparation, as required by this administrative regulation and pursuant to 16 KAR 5:010;

(b) The appropriate requirements for certification, as established in 16 KAR Chapter 3; and

(c) At least two (2) years of experience in a position of school principal, supervisor of instruction, guidance counselor, director of pupil personnel, director of special education, school business administrator, local district coordinator of vocational education, or a coordinator, administrator, or supervisor of district-wide services. Other administrative experience may be substituted for this requirement with the approval of the Education Professional Standards Board.

(2) The professional certificate for instructional leadership - school superintendent shall be valid for the position of school superintendent or assistant superintendent.

(3) Prerequisites for the program of preparation for the professional certificate for instructional leadership - school superintendent shall include:

(a) Qualifications for a Kentucky teaching certificate;

(b) Admission to the preparation program on the basis of criteria developed by the teacher education institution pursuant to 16 KAR 5:010;

(c) Completion of a master's degree;

(d)1. Except as provided in subparagraph 2 of this paragraph, completion of the Levels I and II preparation and certification for the position of school principal, or supervisor of instruction; or

2. For a candidate who completed preparation for principal prior to 1988, completion of the assessments for administration; and

(e) Completion of at least three (3) years of full-time teaching experience, including at least 140 days per year.

Section 2. A preparation program for the professional certificate for instructional leadership - school superintendent shall be consistent with the six (6) standards included in "Educational Leadership Policy Standards: ISLLC2008" and the six (6) standards included in "Technology Standards for School Administrators" incorporated by reference in 16 KAR 3:050. (1) Beginning August 1, 2014, each accredited educator preparation institution shall have a formal application procedure for admission to a superintendent preparation program, which shall include the following:

(a) A written letter of recommendation from a supervisor or an education agency representative attesting to the applicant's suitability for school leader;

(b) An admissions portfolio which documents that the applicant demonstrates the following:

1. The ability to improve student achievement;
 2. Knowledge of school laws related to school finance, school operations, and personnel matters;
 3. The ability to implement curriculum, instruction, and assessment;
 4. A commitment to ongoing professional growth;
 5. Effective communication skills; and
 6. The ability to build relationships, foster teamwork, and develop networks; and
- (c) Proof the applicant has completed a master's degree program.
- (2) Beginning August 1, 2014, each superintendent preparation program shall:
- (a) Utilize a clinical model which requires candidates to:
1. Work in diverse school and district central office settings; and
 2. Solve problems based on the school district's needs;
- (b) Develop a mentoring plan for each candidate; and
- (c) Design a method to assess the effectiveness of a candidate's field experience.
- (3) Beginning August 1, 2014, a superintendent preparation program's course work shall include a minimum of twelve (12) credit hours.
- (4) Beginning August 1, 2014, a superintendent preparation program's curriculum of study shall include the following:
- (a) The study of the roles and responsibilities of a superintendent which includes:
1. Leadership theory and development;
 2. The impact of board leadership on student learning;
 3. Community engagement focused on student learning;
 4. Capacity building;
 5. District management;
 6. Culturally responsive leadership;
 7. Ethics;
 8. Time management; and
 9. Professional development;
- (b) The federal, state, and local laws governing school system administration with an emphasis on the following school functions:
1. Finance;
 2. Personnel;
 3. Food service;
 4. Facilities;
 5. Transportation;
 6. School safety; and
 7. School-based councils; and
- (c) Coursework which will assist the candidate to:
1. Develop skills that facilitate rigorous curriculum, engaging instruction, professional development, and a comprehensive assessment system;
 2. Implement an aligned, rigorous, standards-based curriculum in every school which prepares all students to be globally competitive for postsecondary education and work;
 3. Collaborate with district staff and school leaders to coordinate a system of support that ensures engaging and relevant instruction in every classroom;
 4. Ensure that a comprehensive assessment system is appropriately used at the district, school, and classroom level for informed decision making that improves learning;
 5. Work with district and school staff to develop and implement a coordinated system of student academic support for students whose achievement does not meet established benchmarks; and

6. Ensure that the school system has an articulated design for preschool, early childhood, middle childhood, adolescent, and adult education that represents research and best practice.

(5) Beginning August 1, 2014, a superintendent preparation program shall require all candidates to complete a capstone project to be presented to a panel of program faculty and practicing school administrators prior to completion of the program.

Section 3. Issuance and Renewal. (1) The initial professional certificate for instructional leadership - school superintendent shall be issued for five (5) years to a candidate who has completed an approved program of preparation for superintendent at the postmaster's level. Application shall be made on Form TC-1, incorporated by reference in 16 KAR 2:010.

(2) Each five (5) year renewal shall require:

(a) The completion of two (2) years of experience as a school superintendent or assistant superintendent;

(b) Three (3) semester hours of additional graduate credit or the equivalent related to the position of school superintendent; or

(c) Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Training Program.

(3) If a lapse in certification occurs for lack of the renewal requirements, the certificate shall be reissued for a five (5) year period after the completion of an additional six (6) semester hours of graduate study or the equivalent appropriate to the program. (13 Ky.R. 1826; eff. 5-14-87; Am. 20 Ky.R. 2908; eff. 6-2-94; 24 Ky.R. 1949; 2373; eff. 5-18-98; 27 Ky.R. 858; 1472; eff. 12-21-2000; Recodified from 704 KAR 20:420, 7-2-02; 30 Ky.R. 1321; 1757; eff. 1-23-04; 39 Ky.R. 497; 944; eff. 11-19-12.)